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Job Title: Gender Assessment Consultant

Agency: U.S. Agency for International Development

Job Announcement Number: Sol-667-12-000002

Potential Value of Contract: not to exceed 22,000 USD

OPEN PERIOD: Monday, January 10, 2012 to Wednesday, January 25, 2012

POSITION INFORMATION: USAID/Sudan is seeking a consultant to undertake an assessment to inform the Mission's future strategic planning with respect to gender issues. The gender analysis will require approximately four weeks of effort, based on a six-day work week. The consultant will have two days for collection of materials and preparation before commencement of the field work. The production timeframe for the gender analysis draft report is 21 working days, along with an additional six working days for completion of the bibliography and revision of the gender analysis draft report, based on Mission input. The consultant will begin work on or around February 1, 2012, and conclude on or around April 1, 2012.

DUTY LOCATIONS: Khartoum, Sudan

JOB SUMMARY:

In keeping with Agency policy, USAID/Sudan is undertaking a gender analysis to generate the necessary information and to establish guidelines that can be applied to the Mission's strategic planning process to ensure the completion of a well-integrated strategy for Sudan.

The gender analysis will be a forward-looking document that combines socio-economic and demographic analysis of the country from a gender perspective with the scope and aims of the anticipated Assistance Objectives (AOs) that serve to inform the strategic framework for Sudan.

The document will include the following sections:

A. Overview

1. Gender and Development in Sudan: This section should provide a broad overview of the significant gender issues for Sudan in economic growth, peace and security, health, democracy and governance, and education, using macro gender indicators to highlight the issues in each of these sectors. It should provide a brief picture of the gendered social and political economy in the country.
2. Policy Environment and Capacity at the National and Local Levels: This section reviews and analyzes the policy environment and national capacities regarding efforts to promote gender equality. It covers governance and political processes, including the government policies, priorities, efforts, and institutional arrangements in place, as well as civil society's efforts to promote gender equality. The discussion should be relevant to conflict mitigation and civil society – the sectors in which USAID expects to work.

B. Mission's Strategic Priorities and Associated Gender Analysis

This section will include the sectors that the Mission expects to include in its AOs, specifically:

- Conflict Mitigation
- Democracy and Governance

For each sector above:

1. Provide detail on the gender constraints/disparities as they relate to the strategic priorities.
2. Discuss best or promising practices to address gender constraints and disparities identified in #1, above. Best practices may be suggested by: findings from impact or performance evaluations, projects with demonstrated results that are scalable or can be replicated, and other indicators of promise to produce demonstrable results. This may include USAID/Sudan or other donor activities.
3. Identify key gaps, bounded by Mission priorities, identified in section #1 above.

C. Recommendations for Integrating Gender: Opportunities and Entry Points

For each proposed AO: provide recommendations, bounded by Mission priorities identified in section B.1 above. Drawing from the analysis, identify opportunities including:

1. Potential results (and associated indicators) that could be incorporated into program planning and activity design;
2. Potential supporting strategies, including activities or initiatives by other donors and civil society groups, and any potential areas of collaboration or partnership;
3. Potential for specific activities, as related to gender equality in the country program, and the possible need to target particular issues relating to gender equality and women's empowerment;
4. Resources required to strengthen the gender equality dimensions of the country program, including human resources, training needs, and additional planning/design tools; and,
5. Anticipated areas of constraints and how to cope.

D. Integrating Gender Equality Results into a Mission Results Framework

Provide illustrative results and indicators to measure the progress and impact for the gender equality/women's empowerment goals identified for each development objective/sector above that the Mission can incorporate into its overall strategic framework.

E. Illustrative Implementation Plan

Propose illustrative steps for the Mission to integrate the results of the country gender assessment into its strategic framework, including steps to build the Mission's capacity to address gender equality and women's empowerment.

F. Conclusions

G. Annexes

1. Bibliography
2. Basic concepts
3. Scope of Work
4. List of key informants
5. Gender Experts and Organizations in Sudan

APPROACHES USED FOR THE ANALYSIS

The various approaches that will be utilized in the gender analysis are detailed below.

1. Comprehensive literature review of pertinent documents including: a) studies and assessments conducted by donors, non-governmental organizations (NGOs), host country government, and the local and international academic community; and b) USAID documents, including but not limited to, the Mission's current strategy, annual reports, strategic implementation plans, situation analyses, sector assessments, and evaluations.
2. Meetings with USAID staff, including the Program Office and technical staff from each AO team, to discuss the Mission's work in each assistance area, the questions they have for incorporating gender goals into possible development objectives, and expectations for and specific questions they would like answered in the gender analysis.
3. Discussions and interviews with key donors, universities, NGOs active in gender-related areas, and local government officials. The consultants will be expected to develop a list of key contacts and provide the list to USAID/Sudan.
4. Site visits on a selective basis to project activities, when appropriate.

KEY REQUIREMENTS

1. Work plan/schedule: A work plan/schedule is created within three working days, after the start date of the consultancy.
2. Draft Gender Analysis: The draft gender analysis will be completed within 21 working days, in both hard and electronic versions, after the start of the consultancy. An oral debriefing will also be scheduled.
3. Final Gender Analysis: A final gender analysis will be completed within five working days after the Mission submits comments. The final gender analysis also includes a comprehensive annotated bibliography. An oral debriefing will also be scheduled.
4. The Consultant will work closely with the mission's Gender Advocate, Ashley Marcus, who will provide oversight, in collaboration with the two AO Leaders. Entry and exit meetings of the Consultant with the Mission Director or her/his representative will be organized.
5. All deliverables will be in English and will be provided for comment to USAID/Sudan.

QUALIFICATIONS REQUIRED:

The gender assessment will require two consultants (preference will be given to local experts) with expertise in gender analysis and planning. The consultants should demonstrate the following qualifications:

1. A social scientist/team leader with at least a Master's degree in rural development, economics, sociology, political science, anthropology, or other social science discipline. This expert must have a minimum of five years post-degree experience analyzing gender issues in Sudan. Excellent English-language writing skills are required. This expert must possess computer skills in word processing and spreadsheets and must be knowledgeable about USAID programming policy and gender analysis requirements. The social scientist/team leader will also manage the preparation and presentation of the team work plan, and finalize the division of responsibilities among team members.
2. The team is rounded out with another social scientist, who must possess at least a master's degree in a social science or in the development field, and have a minimum of three years of post-degree experience in gender analysis in Sudan. S/he must have knowledge of local and regional PVOs/NGOs that address gender issues. Knowledge of host country national and sub-national gender policies is required. This individual will be responsible for the other sectors not covered by the team leader.

It is the responsibility of the Team Leader to select the Consultant, with the approval of USAID.

REQUIRED DOCUMENTS:

1. Résumé/Curriculum Vitae
2. Brief statement of fit (maximum 2 pages) addressing qualifications and ability to successfully address the criteria set forth in this solicitation for the Gender Assessment.
3. A relevant writing sample (e.g. a similar gender analysis or report).

HOW TO APPLY:

Qualified applicants should submit the required documents above electronically to cafrica@usaid.gov and amarcus@usaid.gov with the subject line of "USAID/Sudan Gender Assessment."

In addition, applicants should submit their proposed contract

value, not to exceed 22,000 USD, along with their technical application. Any resulting award will be a firm fixed price contract.

Incomplete submissions may not be considered. Applicants will be evaluated on their ability to meet the required expertise. Short listed candidates may be invited for an interview. USAID is not responsible for any costs associated with preparation of a proposal.

The deadline for submission is **January 25, 2012 at 12:00 noon** local time Khartoum, Sudan.